Woodbury Parish Council

(serving Exton, Woodbury and Woodbury Salterton)

HEALTH AND SAFETY POLICY FOR ALL EMPLOYEES

Health and Safety at Work Act 1974

The Council recognises its responsibility for the health and safety of its employees and is. committed to pursue a policy which ensures as far as is reasonably practicable, the health and safety and welfare of its employees.
The commitment exists at all levels of the organisation.

The Council notes and accepts its duty as an employer to take all practical and reasonable steps to:

- Safeguard, health, safety, and welfare at work
- Provide safe systems of work.
- Provide a safe and healthy working environment.
- Provide information and training in safe practices!
- Have regard for the health and safety of others who may be affected by the activities of the Council e.g. self-employed people, contractors, volunteers and other users of premises, members of the public.

The Council will have regard to health and safety legislation approved Codes of Practice, Guidance Notes and other relevant information issued by the Health and Safety Executive.
The Council will review the Policy as is necessary and appropriate and will bring any amendments to the attention of the employees.

The ultimate responsibility for health and safety rests with the Parish Council and their priority is to concentrate on the elimination of risks.
Identify the health and safety hazards and manage those hazards so the risks are effectively controlled in accordance with Council Policy.
Continuously review and develop these standards especially with changes in legislation and industry practice.

All employees have responsibility for health and safety matters during their day-to-day duties.

Supervisors/Line Managers must;

- ensure information and instruction is cascaded down to the employees for whom they are responsible and to monitor that they perform their work duties in a safe manner.
- Any health and safety issues that cannot be addressed adequately should be referred to the Chairman of the Parish Council or if they are unavailable to the Vice Chairman or Staffing/Finance & Policy Chairman.
- Expert advice will be sought if considered necessary.

Chairman: Cllr. Mrs. C. McGauley (Woodbury) Vice Chairman: Cllr. R. Ball (Woodbury)
Exton Cllrs: Mrs. S. Cole, S. Parks, C. Hoar
Woodbury Cllrs: Mrs. S. Knighton, R. Parr, K. Perry, J. Pyne, A. Wills
Woodbury Salterton Cllrs: S. Andrews, Ms H. Morrell, B. Girvin

2. All employees have a duty to:

a) Take reasonable care to avoid injury to themselves or others (employees, contractors, public etc.) by their actions or inactions.
b) Co-operate to meet statutory requirements.
c) Not to interfere with or misuse anything provided for their own or other's safety.
d) To obey safety rules and to wear appropriate footwear and if necessary hi-vis / PPE.
e) To familiarise themselves and ask for advice (where considered necessary) in relation to health and safety instructions
f) To report all accidents and incidents immediately to the Clerk to the Council / Chairman, or as soon as is reasonably practicable, and to assist with the investigation of such.

3. The Parish Clerk and/or other supervisors may from time-to-time conduct checks/ audits to ensure that employees are working safely. Workplaces and equipment will also be subjected to regular health and safety checks.

4. Hazards and defects should be reported to the Clerk immediately. If reports are made verbally, they should be followed up by a written report confirming the nature of the problem, its severity, and any recommendation for action.

5. The Council will engage the services of specialists as necessary to advise or conduct tasks if it is unable to do so itself.

6. The Council will make such reasonable resources available as are required to ensure health and safety at work.

7. Effective communication is vital to the success of health and safety arrangements and all employees must make this an intrinsic part of their day- to day activities to achieve to good levels of health and safety.

This Policy was adopted on 11th March 2024 and will be reviewed annually.

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